FACULTY HANDBOOK

CENTENARY COLLEGE OF LOUISIANA

FALL 1987

11-13-87

378.763
C333fa
1987
c.2
Clive
Room

CONTENTS

SECTION		PAGE
1.	The College	1
2.	The Purpose of the College	2
3.	Academic Freedom	2
4.	Government of the College	3
5.	Faculty Organization	4
6.	Duties of Faculty Members	4
7.	Chaired Faculty	5
8.	Duties of Department Chairpersons	5
9.	Divisions and Duties of Division Chairpersons	8
10.	Committees of the Faculty	8
11.	Contracts and Tenure	11
12.	Salary Scale, Promotions, and Raises	12
13.	Retirement	14
14.	Professional Development	15
15.	Faculty Benefits Program	16
16.	The Faculty and the Honor System	17
17.	The Faculty and the Library	18
18.	The Faculty Club	18
19.	Miscellaneous Information	18
20.	By-Laws of the College	18

APPENDICES

A.	Academic Freedom and Tenure	19, 20
B.	Statement on Government of Colleges & Universities	23
C.	Faculty Constitution	27
D.	The Committee Structure of Centenary College	30
E.	On Crediting Prior Service Elsewhere as Part of the Probationary Period	46
F.	Salary Scale	48
G.	A New Retirement Age	48
H.	Sabbatical Leaves	48
I.	Honor Court Constitution	50
J.	The Faculty and the Library	52
K.	Faculty Club Constitution	54

181838

SECTION 1. THE COLLEGE

Centenary College of Louisiana, established in 1825 in Jackson, Louisiana, is the oldest liberal arts college west of the Mississippi River. Since 1908, it has been located in Shreveport. Related to the United Methodist Church, Centenary has a cosmopolitan and ecumenical outlook which encourages intellectual freedom in both faculty and student body.

Centenary College is accredited by the Southern Association of Colleges and Schools and is affiliated with the American Association of Colleges for Teacher Education. The Chemistry Department is approved by the American Chemical Society, and the School of Music is accredited by the National Association of Schools of Music. The College is a member of the Association of American Colleges and of the American Council on Education, and its alumnae are approved for membership by the American Association of University Women. In addition, the College maintains membership in a consortium of Southern colleges and universities, the Southern College University Union, and a variety of other organizations concerned with the special functions of higher education. There is on campus an active chapter of the American Association of University Professors (AAUP).

Centenary offers four-year programs leading to the degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Music. The College also awards two graduate degrees: the Master of Business Administration and the Master of Education. In addition to Centenary's traditional pre-professional programs in dentistry, medicine, law, and theology, the College's long-range planning has included the addition of many new career-oriented programs. The College also has a "three-two" program in liberal arts and engineering in cooperative agreements with Columbia University, Louisiana Tech University, Texas A & M University, Tulane University, Stanford University, Case Western Reserve, and Southern Methodist University.

The College has an unusually beautiful campus on which landscaping, gardens, and fountains follow the contours of the rolling land. The main buildings include nineteen air-conditioned structures, most of which have been built since 1948. Newer structures include an administration building, a physical education-athletic center, a band shell and Greek theatre, fraternity and sorority houses, modern religious centers, and maintenance facilities. Notable also is the Meadows Museum of Art. Established in 1975, it houses the unparalleled Despujols collection of 360 works depicting the culture of French Indochina in the 1930's. The student union building includes a book store, facilities for student entertainment, offices for student government and student publications, and a faculty lounge.

Centenary intends to utilize its resources in the pursuit of quality rather than numbers of graduates. Accordingly, growth beyond an enrollment of 1200 students is not projected. Although the majority of its students come from Louisiana, Arkansas, and Texas, in recent years 35 states and several foreign countries have been represented. Small classes and close student-teacher relationships are the norm at the College. The full-time faculty numbers about 55, of whom almost three-fourths hold earned doctorates. The Centenary faculty is close-knit, student-oriented, and professionally active.

Centenary seeks capable students, regardless of their economic status, and

administers over $1,500,000 in scholarship, grant-in-aid, and work-study funds to more than seventy percent of its full-time students. Many Centenary alumni are able to attend graduate schools by winning teaching and research assistantships; others have done so by winning such nationally recognized awards as those made under the auspices of the National Defense Education Act, the National Science Foundation, the Rhodes Trust, the Woodrow Wilson Foundation, the Danforth Foundation, the Fulbright-Hays Act, Rotary International, and Masonic orders.

Centenary is located in Northwest Louisiana in an area known as the Ark-La-Tex. Already the hub of this tri-state region in agriculture, trade, and industry, the Shreveport area now is expanding as a medical center, including the new LSU Medical School with its hospitals and medical teaching facilities. Centenary has contributed heavily to the ranks of the professions in the Ark-La-Tex, particularly medicine, the ministry, teaching, business, and agriculture. The faculty of Centenary has long been an intellectual, cultural, professional, and religious resource for this community. Lectures, art exhibits, concerts by its famous choir, band concerts in the summer, and productions of a wide range of drama--all in excellent facilities--make the College a focal point for the culture of the community.

SECTION 2. THE PURPOSE OF THE COLLEGE

Centenary College is a liberal arts institution which provides superior education for students capable of intellectual leadership and for those who can benefit from study in an academic community where excellence is encouraged and individuality is respected. Such a community is fostered by the residential nature of the campus, an important factor in the development of the Centenary educational experience. Centenary seeks to provide its students with a basic understanding of human affairs and problems; to motivate and equip them to think clearly, honestly, and constructively, and to communicate effectively; and to introduce them to the arts and sciences, that they may enjoy the best of the heritage of civilization.

Centenary places emphasis on preparation for the various professions, both those for which students can prepare during their undergraduate careers and those which require further graduate and professional study.

Centenary, as an institution of the United Methodist Church, believes that knowledge and religious faith have to be linked if one is not to destroy the meaning of the other. The College strives to challenge its students to serve society by exemplifying the highest Christian ethic. Our educational philosophy thus is supported by and founded on a Judeo-Christian heritage which emphasizes the wholeness of human life, the interrelatedness of knowledge, and the dignity of the person.

SECTION 3. ACADEMIC FREEDOM

Centenary College has a strong tradition of intellectual freedom. It subscribes to the following view of the United Methodist Church: "Our role is not to suppress ideas, but to open channels of communication, so that people can come to know the thoughts of their neighbors, and so that the best thoughts of all men and women can come to be the possessions of everyone." (General Conference 1952)

The College is committed to the 1971 Statement of the AAUP entitled "Academic Freedom and Tenure" (See Appendix A): "The teachers are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject." Teachers at Centenary should be cognizant of the aims of the College as stated herein and be in sympathy with these aims.

This same document emphasizes the freedom and the responsibility of faculty members.

"College...teachers are citizens, members of a learned profession and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special positions in the community impose special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons."

These principles apply both to tenured and to non-tenured faculty members.

SECTION 4. GOVERNMENT OF THE COLLEGE

With regard to the government of the College, Centenary subscribes to the 1967 "Statement on Government of Colleges and Universities" formulated jointly by the American Association of University Professors, the American Council on Education, and the Association of Governing Boards of Universities and Colleges (See Appendix B). Because of the interdependence of the varied and complex tasks performed by the Board of Trustees, the administration, the faculty, the student body, and others, communication and joint planning among these components of the College are of utmost importance. While the primary responsibility for acting in certain areas is divided among the various components for practical reasons, there should be the broadest exchange of information and participation among the Board of Trustees, the administration, and the faculty prior to making major changes in the following areas:

1. the size and composition of the student body;
2. the relative emphasis given to various elements of the education program;
3. the selection of an academic dean.

Also, with due consideration to the principle of primary responsibility, there should exist a continuing communication and participation among the Board of Trustees, the administration, the faculty, and the student body (in the cases of the academic program and student life) in the following areas:

1. the framing and execution of long-range plans;
2. the design, approval, and establishment of the structure and procedures for faculty participation in the governance of the College;
3. decisions regarding existing or prospective physical resources;
4. budgeting: both short- and long-range allocation of resources among competing demands;
5. the academic program, including curriculum, subject matter, methods

of instruction, academic standards, and research;
6. faculty status, including staff selection, development, promotion, tenure, and dismissal;
7. the quality of student life on campus.

SECTION 5. FACULTY ORGANIZATION

The faculty is organized under a constitution and a set of by-laws, which formalize regular faculty meetings, academic departments and divisions, and a committee structure (See Appendix C).

The faculty exercises its legislative function in its meetings, presided over by the president of the College, or at the president's request by the dean of the College or another member of the faculty. Only members of the full-time faculty and certain other designated persons may vote. Robert's Rules of Order, Revised is the parliamentary authority. The constitution defines "faculty," provides for a secretary to the faculty, defines areas of responsibility for the academic program of the College, and makes other such provisions as are necessary for faculty organization. The by-laws establish this Handbook, provide for a handbook on the committee structure, stipulate procedures for meetings, and detail the academic divisional structure of the College.

Besides the secretary to the faculty, the faculty elects from its membership 1) the Faculty Personnel and Economic Policy Committee; 2) the faculty member-at-large of the Board of Trustees; 3) any necessary representatives to other College committees; and 4) such other persons as might be needed to carry on the business of the faculty.

SECTION 6. DUTIES OF FACULTY MEMBERS

The responsibilities to the College of full-time members of the faculty are held to be fulfilled when they carry teaching loads appropriate to their ranks and programs, and when they perform appropriate amounts of scholarly research or its equivalent, public service, and college committee work. All faculty members shall designate certain hours when they will be available in their offices for consultation with students; they shall post their schedules of office hours in a suitable place and adhere to it as closely as possible. Each faculty member shall keep unreturned work in the department for the author's scrutiny for at least the following semester.

During the Interim, faculty members not directing I-99 studies are on duty for research, study, travel, or other professional obligations.

Full-time faculty members may carry on some professional or business activities of an income-producing nature, so long as such activities are compatible and not in conflict with College interests. The dean of the College should know and approve of these activities outside the College. Teaching at another educational institution is not permitted without the approval of the administration.

Each faculty member is expected to maintain an attitude of loyalty to the fundamental principles and the government of the College, to promote its moral and ethical tradition, and to work towards the fulfillment of the purpose of the College.

All faculty members shall be present for the pre-registration conferences prior to the opening of the fall session and shall continue on duty throughout the academic year, including the commencement exercises but excluding official College holidays. For the commencement exercises and for College convocations, all faculty members must provide their own academic regalia. All faculty members are expected to meet their classes regularly and on time, and to inform the chairperson of their department if they must miss class. Attendance at faculty meetings is expected. For "Areas of Responsibility of the Faculty," see Appendix C; for committee functions, see Appendix D.

All faculty members should submit to their department chairpersons by October 1 an annual report, including the following:

1. A statement evaluating achievements and activities of the previous year regarding teaching aids, methods, techniques, course revision, course development, research and writing, meetings, papers, committee work, organizations, community service, summer study, and others.
2. A statement of professional goals for the academic year just beginning using the same criteria as above.
3. A list of suggestions for improvement of departmental academic goals.
4. Suggestions for feasible changes in any aspect of the College which would improve the quality of professional experience of the faculty and administration and educational experience and campus life for students.

SECTION 7. CHAIRED FACULTY

While it is expected that all members of the faculty should aspire to a standard of excellence in the performance of their various tasks at the College, the prestige and perquisites traditionally associated with endowed chairs make a performance of distinction especially incumbent upon chaired faculty.

Traditionally, holders of endowed chairs represent both to the academic community and to society at large the best that higher education has to offer. Chaired faculty serve as models of excellence not only for students and colleagues but also for the many others associated with and affected by higher education.

SECTION 8. DUTIES OF DEPARTMENT CHAIRPERSONS

A. GENERAL PRINCIPLES

With regard to the selection and duties of the chairpersons of the department, the College subscribes to the following 1967 AAUP statement: (See Appendix B) "The chairperson...should be selected either by departmental election or by appointment following consultation with members of the department and of related departments; appointments should normally be in conformity with department members' judgment. The chairperson should not have tenure in office; the chairperson's tenure as a faculty member is a matter of separate right. The chairperson should serve for a stated term but without prejudice to re-election or to reappointment by procedures which involve appropriate faculty consultation. Board, administration, and faculty should

all bear in mind that the department chairperson has a special obligation to build a department strong in scholarship and teaching capacity."

The chairperson of the department assumes responsibilities of departmental governance consistent with the principle that he or she serves as a chairperson of a staff of scholars involved in a common discipline. He or she is responsible for the general administration and supervision of matters relating to the department. As administrative officer for the department, the chairperson is directly responsible to the dean of the College. As a scholar, he or she is expected to participate in scholarly activities pertinent to his or her discipline. The chairperson is expected to give leadership and develop planning for the department.

The above statements apply also to the selection and duties of deans of schools and directors of programs.

Where feasible, departments should give serious consideration to a rotational plan for the chairpersonship.

B. INTRA DEPARTMENTAL RELATIONS

The various chairpersons shall call regular departmental meetings (at least three a semester), and should encourage free discussion of policies and problems of the department. They shall confer with departments on their departmental budgets, the revision of course listings, the revision of course contents, the scheduling of courses, and the securing of supplementary teaching materials, such as audio-visual aids. They shall confer with their individual department members on such matters as the courses they will teach and their scheduling, and the selection of textbooks and laboratory manuals. They are responsible for counseling with new members on procedures and duties. The chairpersons shall make necessary arrangements for substitutes when faculty members cannot meet their classes. They shall arrange for equitable work loads for their staffs, taking into account each member's contributions in research, consulting, scholarly publication, committee activity, and pertinent off-campus activities. They should encourage research or other scholarly activity, suggest ways for improvement in teaching, evaluate departmental work, promote experimental programs, and assume general responsibility for the welfare and morale of the department.

The chairpersons of the departments are responsible for developing a strong library collection to undergird the teaching and research in his or her department. Library orders submitted by individual members of a department should be approved by a designated member or committee of the department, and in general the departmental policy on library acquisitions should be consonent with the procedures outlined in Section 16 below.

C. ADVISING OF MAJORS

The chairpersons of the departments or designated members of the departmental staff shall advise students majoring in the department on choice of courses (including approved electives), and shall check degree plans of students majoring in their departments to make sure that all degree requirements are being met. The chairperson's approval is needed on any non-Centenary program added to the degree plan, such as plans for summer school courses, study abroad, or supplementary programs.

D. FACULTY RECRUITMENT

1. Department chairpersons in cooperation with the Dean of the College have the primary responsibility for recruitment of new faculty members in their departments.

2. The need for each position, whether a new or replacement position, should be established by the PEP committee and the Dean of the College.

3. The search for new faculty members should begin as soon as possible in the academic year in order to obtain the best pool of applicants from which to choose. If possible, the search should begin no later than the fifteenth of November.

4. Department chairpersons searching for new faculty should obtain a pool of applicants in a variety of ways. Among these are advertising in professional journals and the Chronicle of Higher Education, phone calls to graduate schools and deans, and contacts with friends. All vacancies for full-time faculty must be advertised nationally. It might also be appropriate to publicize vacancies at conventions and professional meetings.

5. After a pool of applicants has been secured, department chairpersons, in consultation with other faculty in the department, should select a group of the best applicants for the vacancy. References and validated transcripts must be obtained for these candidates. Then the department chairperson and the Dean of the College shall select three of the top applicants to be interviewed from this group.

6. Before an applicant arrives, information should be sent to him/her about the department involved, the College, and the city. Among other things, this could include a College catalogue, information about the city from the Chamber of Commerce, a city map, and departmental brochures.

7. Department chairpersons should make arrangements for the candidate while he/she is on campus. The candidate must be interviewed by PEP, the President of the College, and the Dean of the College. Department chairpersons must encourage other faculty members in the department and students to talk with the candidate. Each candidate must make a presentation of some type before an audience of students and faculty in order that his/her teaching ability can be evaluated firsthand. If a candidate is interviewed during holidays when there are no students on campus, then he/she should make the presentation before an audience of faculty members.

8. After all candidates have been interviewed, the PEP committee will forward its recommendation about the candidates to the administration.

9. Part-time faculty are recruited by department chairpersons or the Dean of the College who have personal knowledge of their qualifications, standing in their field, and availability. A prospective part-time faculty member must submit his/her vita, references and validated transcripts to the Dean of the College and to the PEP committee. The

PEP committee will decide whether an interview is necessary for the candidate. Prospective part-time faculty do not normally meet with the President of the College.

E. REPORTS

The chairperson of the department shall consult with the dean and the Faculty Personnel and Economic Policy Committee on any personnel changes, such as promotions, load adjustments, retirements, or release. Following conferences with individual members of the department, the chairperson shall submit written recommendations concerning personnel to the dean and a copy to the chairperson of the Faculty Personnel and Economic Policy Committee as early in the academic year as possible. The chairperson is responsible for making recommendations to the president concerning requests by members of the department for leaves of absence.

The chairperson of each department shall submit an annual written report no later than October 15 to the dean's office with a copy to the Personnel and Economic Policy Committee. The report is for the previous school year and should contain the following: a commentary on the state of the department, evaluations of each member of the department, and recommendations for merit raises, promotions, and tenure. Attached to these materials should be copies of the reports from individual faculty members in the department.

Following conferences with staff members, the chairpersons of the department shall submit recommendations for the departmental budget. The approval of the chairperson is needed for all expenditures charged to the departmental budget. The chairperson is responsible for the maintenance, inventory, and protection of equipment and supplies purchased for the department.

F. TEACHING LOAD

In consultation with the dean of the College, the chairperson's own teaching load may be limited in order that responsibilities of administration may be properly carried out.

SECTION 9. DIVISIONS, AND DUTIES OF DIVISION CHAIRPERSONS

The three academic divisions are the humanities, the natural sciences, and the social sciences; departments within the division are indicated in the by-laws to the Faculty Constitution (See Appendix C). Division members elect their chairpersons and prescribe their term of office. They may also elect representatives to certain committees. Division chairpersons administer travel funds, may serve as representatives to certain committees, and coordinate schedules, courses, and budgets. Requests for travel reimbursements must be approved by division chairpersons.

SECTION 10. COMMITTEES OF THE FACULTY

Although the functions of all committees of the faculty are described in Appendix D, the Personnel and Economic Policy Committee appears here in the text of this Handbook because of its areas of concern which affect so directly the welfare and careers of the faculty.

This committee is composed of six tenured, full-time members who hold the rank of associate professor or professor. The committee's major concern is to represent the economic interests of the faculty and to advise on all matters of personnel.

Following is a full description of the duties and responsibilities of the Personnel and Economic Committee. See Appendix D for descriptions of other faculty committees.

A. PURPOSES AND RESPONSIBILITIES

1. Personnel Policy: The committee shall be concerned to preserve the professional integrity and security of this faculty and, within its abilities, to encourage professional competence and the continuing improvement of the faculty it represents.

The committee's functions shall be to advise and consult with the president and the dean of the College, when feasible, on matters relating to faculty personnel, and to be available at all times to receive the petitions of faculty members. In making recommendations, the members of the committee shall be representative of the faculty rather than of department chairpersons. On its own initiative or at the request of the administration or department chairpersons, the committee shall make recommendations to the administration with reference to appointments, reappointments, promotions, tenure, dismissals, and retirement. In the event that some members of the Faculty Personnel and Economic Committee are eligible for promotion, the president, the dean, and the department chairpersons shall consult with the other members of the committee without committee action. The committee is not obligated to review all candidates for new appointments. If it is not possible to confer with the committee, the administration, for rare and compelling reasons, may grant tenure without consultation to newly appointed faculty members; Such cases may include personnel who have tenure or who have served the required probationary period or major part thereof in other institutions. The committee, or those members who are not in the department involved, shall be consulted in the appointment of department chairpersons and shall make recommendations in cases of retiring or superannuated department chairpersons.

2. Economic Policy: The committee as the representative of the general economic interests of the faculty shall advise and consult with the proper members of the administration concerning the following:

a. Annual budgetary allocation and expenditure of funds in accordance with the educational policies determined by the faculty;

b. Short-run and long-run budgetary projections;

c. Important developments in administrative planning, including proposed capital expenditures.

d. Any major issue of policy affecting current or projected budget decisions.

e. Insurance and retirement programs relating to the faculty.

B. SELECTION AND COMPOSITION OF THE COMMITTEE

The committee is composed of six members of the full-time faculty (at least one from each academic division) who shall hold tenure in the ranks of associate professor or professor. No administrative personnel other than departmental chairpersons are eligible for membership on this committee. Two members of the faculty shall be elected each year to serve for terms of three years. In the event of unfulfilled terms, faculty members shall be elected for partial terms to fill out the unfilled terms. No faculty member shall serve more than six years consecutively. If a faculty member has served two full terms, he/she may be elected to a third full term if three years have elapsed since his/her last service; and he/she may be elected for a fourth term if three years have elapsed after his/her third term. No faculty member shall serve for a total of more than twelve years, and no faculty member shall be elected to a full or partial term if he/she will not be able to fill that term because of retirement or similar reason. Nominations for the committee shall be made each year at the regular March meeting of the faculty under procedures set up by the committee. At this time the faculty should be made aware of the need for a balanced representation from the various divisions. Elections shall be held at the regular April meeting. Election shall be by secret ballot, with a majority of the votes of those present at the meeting necessary for election. (Service on the formerly separate Economic Policy Committee shall not be counted against eligibility for the combined Faculty Personnel and Economic Policy Committee.)

Procedural Rules

1. The committee shall determine and select its own officers. On any matter of concern to a particular department, the chairperson of that department will normally be invited to meet with the committee, but does not become a voting member of the committee.

2. The chairperson shall call meetings 1) on his/her own initiative, 2) at the request of any member of the committee, or 3) at the request of the president or the dean of the College.

3. Minutes of Faculty Personnel and Economic Policy Committee meetings are available only to members of the committee, the dean of the College, and the president. The secretary shall prepare a brief summary of the committee's activities, except those dealing with confidential matters, for presentation by the chairperson to the faculty at its monthly meetings.

4. For procedures in holding hearings, see the Faculty Handbook "Contracts and Tenure."

5. Some business of the committee by its nature must remain confidential and can be released only with the concurrence of the whole committee.

6. Each year, the committee shall request the dean to send the faculty an updated salary (9 month) table.

7. Since the bulk of the committee's budgetary work is done during the Interim, members of the committee shall not schedule other responsibilities for that period.

8. The committee shall meet in a special session each semester to discuss with the faculty personnel and economic matters.

9. The committee, through its chairperson or the dean, shall communicate as soon as possible to those making either personnel or budget requests the final disposition of their requests.

10. If necessary, one or two members of the committee should receive a summer grant to review budgetary performance for the previous fiscal year and to prepare tables and position papers to aid the committee with items on the coming year's agenda.

SECTION 11. CONTRACTS AND TENURE

Written contracts covering the terms and conditions of employment shall be issued by the College annually by March 1. The contract period shall extend from the pre-registration faculty conference through Commencement (the normal academic year). Faculty salaries are paid in either nine or twelve equal monthly installments, on the twenty-fourth day of the month. If the twenty-fourth day of the month falls on an official school holiday or on a weekend, payment will be made on the last working day prior to the holiday or weekend. Faculty members are expected to return annual contracts within twenty-one days of their receipt. Contracts not returned within this time are considered to be rejected. Those who sign annual contracts are expected to be bound by the provisions of their contracts. In unusual circumstances faculty members may ask for a waiver of this requirement, but are expected to conform to the decision of the administration on this point. Separate contracts shall be issued for the summer term.

Tenure recommendations may originate with departmental chairpersons, the Faculty Personnel and Economic Policy committee, or the administration.

Centenary College subscribes to the 1971 statement of the AAUP entitled Academic Freedom and Tenure, and its 1978 interpretation (See Appendices A and E).

Beginning with appointment to the rank of full-time instructor or a higher rank, the appointee shall serve a probationary period not to exceed seven years, including within this period full-time service in all institutions of higher education, with the following exception: When a faculty member comes to Centenary College after probationary service in one or more institutions, it may be agreed in writing that the new appointment is for a full probationary period of seven years. A person is usually not given tenure until the expiration of the probationary period. Full-time administrative personnel with academic rank are not necessarily given tenure; therefore, the normal probationary period does not apply.

Before the College grants tenure to a faculty member on probationary status, the administration shall confer with the other members of the department involved and with the Faculty Personnel and Economic Policy Committee. Letters notifying faculty members of tenure appointments shall not be offered without prior approval of the Board of Trustees. Once a faculty member has received tenure, all subsequent contracts, except as specified elsewhere in this Handbook, shall reflect that status. If a faculty member is not to be given tenure at the end of his probationary period, notification must be given by September 1 of the final year of that probationary period.

Notice of nonreappointment, or of intention not to recommend to the Board of

Trustees the reappointment of non-tenured faculty, must be given in writing in accordance with the following standards:

1. Not later than March 1 of the first academic year of service at Centenary, if the appointment expires at the end of that year; or if a one-year appointment terminates during an academic year, at least three months in advance of its termination;

2. Not later than December 15 of the second academic year of service at Centenary, if the appointment expires at the end of that year; or if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination;

3. Not later than September 1 of the third or subsequent year of service at Centenary.

Honorably retired faculty members of other institutions may be employed on a year-to-year basis; if they are not to be continued in service, notice shall be given three months prior to the expiration of the contract period. In cases of protracted illness after retirement age, the College will be relieved of financial obligation from the time at which a person's inability to return to work is determined. (See also Section 13, Retirement.)

All other faculty appointments are on a tenure basis, and service shall be terminated only for adequate cause. Teachers on continuous appointment who are dismissed for cause, except in cases of moral turpitude, shall receive their salary for a year after they are notified of dismissal, whether or not they are continued in their duties at the institution.

Similarly, if a tenured appointment is terminated because of a financial exigency, the faculty member must be given notice or salary for one year. The released faculty member's position will not be filled within a period of two years, unless the released faculty member has been offered reappointment and has declined.

Termination of a tenure appointment shall not be made without the knowledge of the Faculty Personnel and Economic Policy Committee. In all cases, the faculty member subject to dismissal shall be provided with a written statement from the president or the dean indicating the reasons for the desire to terminate his/her services. The faculty member in question shall have the right to a hearing before the Faculty Personnel and Economic Policy Committee without undue delay and shall be allowed to have in attendance an adviser of the faculty member's own choosing who may act as counsel. On request of either party, a full stenographic record of the hearing shall be made. After full consideration, the Faculty Personnel and Economic Policy Committee will make its recommendations to the administration; the president's decision will be reported to the Board of Trustees for ratification.

SECTION 12. SALARY SCALE, GUIDELINES FOR APPOINTMENTS, PROMOTIONS, AND RAISES

Rank at time of appointment is dependent upon degrees or equivalents and experience in college teaching. The current salary range for the various ranks is presented in Appendix F.

Guidelines for Appointment and Promotion

Preamble

Centenary College has very high expectations for faculty members. They are expected above all to strive for excellence in the classroom. They are to place student advising among their most important tasks, and they are both encouraged and expected to grow professionally. Professional growth is evidenced in a variety of ways, for example, through scholarly research into important academic and intellectual issues relating to pedagogy as well as subject areas, scholarly publications, participation in professional organizations, public performances, and other creative accomplishments.

Normally, faculty advancement through the ranks listed below is sequential.

Instructor

1. Shall hold at least a master's degree from a recognized graduate school with concentration in the appropriate subject area. (In certain cases a bachelor's degree and/or experience or recognition in the creative arts or business community may be adequate.)

2. Shall have evident ability as a teacher with promise for successful career development.

3. Should show evidence of potential to obtain an appropriate doctorate or terminal professional degree.

Assistant Professor

1. Shall hold the appropriate earned doctorate or professional degree (e.g., C.P.A. and master's or M.F.A.) from a recognized graduate school or have accomplishments that are considered the equivalent (e.g., outstanding performance in the creative arts or in the business community).

2. Shall have evident ability as a teacher.

3. Shall give evidence of professional and broad usefulness to the College and sympathy toward its purposes.

4. Shall demonstrate scholarship in the subject-matter field as well as other professional achievements.

Associate Professor

1. Shall hold the appropriate earned doctorate or its equivalent.

2. Shall have demonstrated superior ability as a teacher.

3. Shall give evidence of professional and broad usefulness to the College and sympathy toward its purposes with promise of increasing worth.

4. Shall have demonstrated strength in the areas of scholarly research and publication, public performance, or other creative accomplishment.

5. Shall normally have a minimum of nine years of full-time, ranked teaching (or its equivalent*) in a regionally accredited college or university or a minimum of five years of full-time teaching at the rank of assistant professor.

Professor

1. Shall hold the appropriate earned doctorate or its equivalent.

2. Shall have demonstrated excellence in teaching.

3. Shall give evidence of faculty leadership and dedicated service to the College and profession.

4. Shall have a record of scholarly publications or other scholarly and creative activities which have earned recognition within the profession.

5. Normally, a professor should have a minimum of twelve years of full-time, ranked teaching (or its equivalent*) in a regionally accredited college or university or a minimum of six years of full-time teaching at the rank of associate professor (at least three of which must have been at Centenary College).

The president of the College, with the counsel and recommendations of the dean, the Faculty Personnel and Economic Policy Committee, and department chairpersons, recommends advances in rank to the Board of Trustees for action.

*Full-time artistic, business, or professional experience may be counted toward promotion on a pro-rata basis, provided that the amount of credit has been agreed upon by the faculty member, the department chairman, the Personnel and Economic Policy Committee, the dean of the College, and the president of the College at the time of initial appointment.

SECTION 13. RETIREMENT

Tenure at Centenary is discontinued with the beginning of the academic year following a faculty member's seventieth birthday. Under unusual circumstances extension of services beyond this age on a year-to-year basis may be allowed. All such cases will be considered by the Faculty Personnel and Economic Policy Committee. The committee will make its recommendations to the president, who will report his/her decision to the committee and the Board of Trustees.

Persons whose services are extended after age 70 on a year-to-year basis shall not be eligible to hold a position as department chairperson. Exception of this rule may be approved by the Faculty Personnel and Economic Policy Committee and the College administration only in very unusual circumstances.

Retired faculty and their dependents are entitled to identification cards which will extend to them the same privileges of admission to College functions (such as plays, concerts, lectures, and athletic events) which are enjoyed by the active faculty. This benefit applies also to surviving spouses and dependents of deceased faculty members.

SECTION 14. PROFESSIONAL DEVELOPMENT

A. LEAVES OF ABSENCE

Leaves of absence may be requested of the president by faculty members through the department chairpersons and subsequently through the Faculty Personnel and Economic Policy Committee for specified periods of time. Such leaves should be requested before March 1. If granted, leaves of absence are customarily for one year; any extension must be requested in writing by March 1, and may be granted at the discretion of the administration and the departments. Time spent on leave shall not ordinarily be counted as meeting tenure requirements. Terms of the leave shall be specified in a letter from the president to the faculty member, with copies to the dean of the College, the department chairperson, and the Faculty Personnel and Economic Policy Committee.

B. SUMMER STUDY GRANTS

Funds are available for grants to the faculty to assist them with the expenses of research during the summer months. The grants are made by the president of the College on recommendation of the Faculty Personnel and Economic Policy Committee. Under some circumstances the grants are made for advanced degree work, but in general they are intended for postdoctoral projects for professional development. Publication of results is not required, but a report on the use of the funds granted must be submitted to the dean of the College by October 1 following the grant. Application for these grants should be made to the dean no later than February 15. The Centenary College Alumni Research Award of $2000 for a summer and ensuing academic year is also available.

C. FACULTY TRAVEL

The College believes that attendance at professional meetings is a vital means of keeping abreast of developments in the learned disciplines, and provides funds within the limits of its resources to assist members of the faculty to meet the expenses of such travel. Such funds are administered through the academic divisions; a faculty member should make application to the divisional chairperson. Divisional travel funds are disbursed in accordance with the policy of the division. Some additional funds for specific purposes (e.g., meetings at which a faculty member presents a paper or serves as an officer of a professional association, etc.) are available on application to the dean of the College. Chairpersons of departments may also make use of funds available for the expense of interviews with prospective faculty members.

D. RESEARCH AND EXCHANGE OPPORTUNITIES

The College is a member of the Southern College University Union (SCUU), together with Millsaps, Birmingham-Southern, Rhodes, University of the South, Centre College of Kentucky, Fisk University, and Vanderbilt University. Through this consortium, the College participates in a number of cooperative enterprises including the Oak Ridge Semester, British Studies at Oxford, International Economics, and SCUU summer offerings, Through these and other arrangements, faculty members may engage in research and teaching projects with members of these other faculties, part of the expenses of which are jointly borne. Centenary faculty ordinarily have the opportunity to

participate in the exchange program with the University of Aarhus, Denmark. Centenary College is also a member of the Consortium of Louisiana Universities and Colleges of CODOFIL (The Council for the Development of French in Louisiana.) The Consortium sponsors both academic-year and summer study programs at Paul Valery University in Montpellier, France, which are available to some faculty members. Information about such opportunities is available from the dean of the College.

E. SABBATICAL LEAVES

The purpose of the program is to release full-time faculty with at least six years of service to Centenary College from teaching for pursuit of a specific project whose goals are 1) production of an original contribution to scholarship via publication and/or original work(s) of art; 2) enhancement of academic reputation of the College; 3) enhancement of professional expertise through a program of scholarly reading or study; 4) enlargement of and/or addition to intellectual and cultural development and/or instructional skills of faculty members.

No more than 5% of the full-time faculty can be recommended for leave in an academic year. Sabbatical leaves are for two semesters at half salary or for one semester at full salary, but remuneration may not exceed the total annual budget for this program.

The program details are presented as Appendix H.

SECTION 15. FACULTY BENEFITS PROGRAM

A. GROUP INSURANCE

Centenary faculty and their dependents are covered in the group life insurance and a comprehensive medical plan. The details of this coverage can be found in a brochure supplied by the business office; faculty members must either participate in the plan or sign a waiver indicating they do not wish to do so.

The Faculty Personnel and Economic Policy Committee periodically reviews this coverage and makes recommendations for change when appropriate.

B. RETIREMENT PROGRAM

A retirement plan for faculty members is provided by the College through the organization known as Teachers Insurance and Annuity Association (TIAA). TIAA is a legal reserve life insurance company organized by the Carnegie Foundation to issue annuities and life insurance especially designed for employees of colleges and universities. All full-time faculty members are eligible to participate in the TIAA retirement program after completing the first year of teaching. During the second and third year of teaching, participation in the program is optional with the faculty member. After attaining tenure, the faculty member is required to participate. To participate, employees contribute 5% of their gross earnings through a tax-sheltered payroll deduction plan. The College pays a like amount so that a total of 10% of gross earnings is paid for the purchase of an annuity contract for the employee.

According to the desires of the individual faculty member, 1/4, 1/3, 1/2, or 3/4 of the total payments may be placed in CREF (College Retirement Equities Fund), where they are invested in common stock, rather than in TIAA, where they are invested mainly in bonds and mortgages. The portion placed in CREF will provide a variable annuity based on the performance of common stock. The annuity contract is the sole property of the employee, including the portion purchased by the contribution of the College, but can be drawn only at retirement or in case of death, except under special circumstances.

Benefits of the plan are dependent upon age and amounts contributed and will therefore vary in each individual case. Information concerning the computation of benefits and other details can be found in TIAA publications available at the business office of the College.

TIAA and CREF Supplemental Retirement Annuities are available for use by faculty members who want to set aside tax-deferred funds over and above those being accumulated in the basic retirement plan.

C. TUITION SCHOLARSHIPS

Tuition remission for dependents of full-time faculty members is made available by the College. (This applies also to on-campus Interim courses.) In case of death of a retired or a full-time faculty member in the employment of the College, the same benefit will be available for his surviving dependents. Tuition remission is not continued if the dependent does not maintain the usual minimum grade point average for scholarship recipients. The same benefits apply to dependents of faculty members who are disabled.

B. SOCIAL SECURITY

In addition to TIAA, all employees of the College, except ministers, are covered under the Federal Insurance Contributions Act (Social Security). Payment is made by the employee through deductions from each paycheck. In addition, the College, as employer, pays an equal amount for credit to the employee's social security account.

SECTION 16. THE FACULTY AND THE HONOR SYSTEM

In a college like Centenary, where a commitment to moral values joins with a dedication to scholarly integrity, the Honor System provides not just a freedom from proctoring but a positive opportunity for personal growth. The faculty members should at all times stress, for themselves and their students, that the Honor System is therefore a means toward the realization of the purposes of the College.

Each faculty member is expected to become familiar with the details of the Honor Code of Centenary College. (See Appendix I.) The Honor Court, or the faculty adviser to the Honor Court, will provide new faculty members with details as to the specific operations of the Code.

Faculty members are expected to inform their classes at the beginning of every semester as to what the implications of the Code are for each particular class. Principles of documentation and plagiarism and regulations as to who may proofread papers and how texts may be used in open-book tests may vary from course to course. Faculty members should specify what these variables are.

If a faculty member detects what is believed to be a violation of the Honor Code, he/she is expected to inform a member of the Court or its faculty adviser of the possible infraction. All evidence of significance should be retained for the case and turned over to the Court upon request. In cases reported by students, the Court may require from a faculty member certain materials to be used in evidence. The faculty member then abides by the decision of the Court.

SECTION 17. THE FACULTY AND THE LIBRARY

The scholarly life of the academic community revolves around the library and the variety of services it provides. For a detailed description of these services and their application to the faculty see Appendix J.

SECTION 18. FACULTY CLUB

The Faculty Club is a social organization for faculty and designated staff. (See Appendix K for the Faculty Club Constitution.)

SECTION 19. MISCELLANEOUS INFORMATION

1. A system of parking regulations applies to all vehicles that are used on campus. Information and stickers are available for faculty members from the business office at no charge.

2. Secretarial assistance is available from the faculty secretary, whose office is in Hamilton Hall.

3. College-owned housing may be available to faculty members; for all new rentals, the College may set a time limit on occupancy.

4. A Federal Credit Union is open to faculty members and their immediate families. A variety of savings and loan services is offered at rates which are usually more attractive than those available commercially.

5. In the College bookstore there is a 10% discount available to full-time faculty members on any purchase of regular stock of one dollar or more.

6. Long distance phone calls on official business may be made after the faculty member has obtained the approval of the departmental chairperson.

SECTION 20. BY-LAWS OF THE COLLEGE

Nothing in the Faculty Handbook shall be taken to supersede or circumvent the Charter or the By-laws of the College.

APPENDICES

(Note: Appendices A, B, E, and G in this section are relevant excerpts from official statements of the AAUP.)

APPENDIX A

"Academic Freedom and Tenure" from Policy Documents and Reports. The American Association of University Professors, Washington, D. C., 1984 edition, pages 3 - 7.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends, specifically: 1) freedom of teaching and research and of extramural activities and 2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

Academic Freedom

(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and

should make every effort to indicate that he is not an institutional spokesman.

Academic Tenure

After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigencies.

In the interpretation of this principle it is understood that the following represents acceptable academic practice:

(1) The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.

(2) Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years, including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.

(3) During the probationary period a teacher should have the academic freedom that all other members of the faculty have.

(4) Termination for cause of a continuous appointment, or the dismissal for cause of a teacher previous to the expiration of a term appointment, should, if possible, be considered by both a faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him and should have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He should be permitted to have with him an adviser of his own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence the testimony should include that of teachers and other scholars, either from his own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.

(5) Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

1970 Interpretive Comments

The numbers refer to the designated portion of the 1940 Statement on which interpretive comment is made.

(1) The Association of American Colleges and the American Association of University Professors have long recognized that membership in the academic profession carries with it special responsibilities. Both associations either separately or jointly have consistently affirmed these responsibilities in major policy statements, providing guidance to the professor in his utterances as a citizen, in the exercise of his responsibilities to the institution and students, and in his conduct when resigning from his institution or when undertaking government-sponsored research. Of particular relevance is the Statement on Professional Ethics, adopted by the Fifty-second Annual Meeting of the AAUP as Association policy and published in the AAUP Bulletin (Autumn, 1966, pp. 290-291).

(2) The intent of this statement is not to discourage what is "controversial." Controversy is at the heart of the free academic inquiry which the entire statement is designed to foster. The passage serves to underscore the need for the teacher to avoid persistently intruding material which has no relation to his subject.

(3) Most church-related institutions no longer need or desire the departure from the principle of academic freedom implied in the 1940 Statement, and we do not now endorse such a departure.

(4) This paragraph is the subject of an Interpretation adopted by the sponsors of the 1940 Statement immediately following its endorsement which reads as follows:

If the administration of a college or university feels that a teacher has not observed the admonitions of Paragraph (c) of the section on Academic Freedom and believes that the extra-mural utterances of the teacher have been such as to raise grave doubts concerning his fitness for his position, it may proceed to file charges under Paragraph (a)(4) of the section on Academic Tenure. In pressing such charges the administration should remember that teachers are citizens and should be accorded the freedom of citizens. In such cases the administration must assume full responsibility and the American Association of University Professors and the Association of American Colleges are free to make an investigation.

Paragraph (c) of the 1940 Statement should also be interpreted in keeping with the 1964 "Committee A Statement on Extramural Utterances" (AAUP Bulletin, Spring, 1965, p. 29) which states inter alia: "The controlling principle is that a faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member's unfitness for his position. Extramural utterances rarely bear upon the faculty member's fitness for his position. Moreover, a final decision should take into account the faculty member's entire record as a teacher and scholar."

Paragraph V of the Statement on Professional Ethics also deals with the nature of the "special obligations" of the teacher. The paragraph reads as follows:

As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution. When he speaks

or acts as a private person, he avoids creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Both the protection of academic freedom and the requirements of academic responsibility apply not only to the full-time probationary as well as to the tenured teacher, but also to all others, such as part-time and teaching assistants who exercise teaching responsibilities.

(5) The concept of "rank of full-time instructor or a higher rank" is intended to include any person who teaches a full-time load regardless of his specific title.

(6) In calling for an agreement "in writing" on the amount of credit for a faculty member's prior service at other institutions, the Statement furthers the general policy of full understanding by the professor of the terms and conditions of his appointment. It does not necessarily follow that a professor's tenure rights have been violated because of the absence of a written agreement on this matter. Nonetheless, especially because of the variation in permissible institutional practices, a written understanding concerning these matters at the time of appointment is particularly appropriate and advantageous to both the individual and the institution.

(7) The effect of this subparagraph is that a decision on tenure, favorable or unfavorable, must be made at least twelve months prior to the completion of the probationary period. If the decision is negative, the appointment for the following year becomes a terminal one. If the decision is affirmative, the provisions in the 1940 Statement with respect to the termination of services of teachers or investigators after the expiration of a probationary period should apply from the date when the favorable decision is made.

The general principle of notice contained in this paragraph is developed with greater specificity in the Standards for Notice of Nonreappointment, endorsed by the Fiftieth Annual Meeting of the American Association of University Professors (1964). These standards are:

Notice of nonreappointment, or of intention not to recommend reappointment to the governing board, should be given in writing in accordance with the following standards:

(1) Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.

(2) Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.

(3) At least twelve months before the expiration of an appointment after two or more years in the institution.

Other obligations, both of institutions and individuals, are described in the Statement on Recruitment and Resignation of Faculty Members, as endorsed by the Association of American Colleges and the American Association of University Professors in 1961.

(8) The freedom of probationary teachers is enhanced by the establishment of a regular procedure for the periodic evaluation and assessment of the teacher's academic performance during his probationary status. Provision should be made for regularized procedures for the consideration of complaints by probationary teachers that their academic freedom has been violated. One suggested procedure to serve these purposes is contained in the Recommended Institutional Regulations on Academic Freedom and Tenure, prepared by the American Association of University Professors.

(9) A further specification of the academic due process to which the teacher is entitled under this paragraph is contained in the Statement on Procedural Standards in Faculty Dismissal Proceedings, jointly approved by the American Association of University Professors and the Association of American Colleges in 1958. This interpretive document deals with the issue of suspension, about which the 1940 Statement is silent.

The 1958 Statement provides: "Suspension of the faculty member during the proceedings involving him is justified only if immediate harm to himself or others is threatened by his continuance. Unless legal considerations forbid, any such suspension should be with pay." A suspension which is not followed by either reinstatement or the opportunity for a hearing is in effect a summary dismissal in violation of academic due process.

The concept of "moral turpitude" identified the exceptional case in which the professor may be denied a year's teaching or pay in whole or in part. The statement applies to that kind of behavior which goes beyond simply warranting discharge and is so utterly blameworthy as to make it inappropriate to require the offering of a year's teaching or pay. The standard is not that the moral sensibilities of persons in the particular community have been affronted. The standard is behavior that would evoke condemnation by the academic community generally.

APPENDIX B

"Statement on Government of Colleges and Universities" excerpted from Policy Documents and Reports. The American Association of University Professors, Washington, D.C., 1984, pages 106-110.

II. The Academic Institution: Joint Effort

Joint effort in an academic institution will take a variety of forms appropriate to the kinds of situations encountered...Although the variety of such approaches may be wide, at least two general conclusions regarding joint effort seem clearly warranted: (1) important areas of action involve at one time or another the initiating capacity and decision-making participation of all the institutional components, and (2) differences in the weight of each voice, from one point to the next, should be determined by reference to the responsibility of each component for the particular matter at hand, as developed hereinafter.

When an educational goal has been established, it becomes the responsibility primarily of the faculty to determine appropriate curriculum and procedures of student instruction.

Special considerations may require particular accommodations: (1) a publicly supported institution may be regulated by statutory provisions, and (2) a church-controlled institution may be limited by its charter or by-laws. When such external requirements influence course content and manner of instruction or research, they impair the educational effectiveness of the institution.

Such matters as major changes in the size or composition of the student body and the relative emphasis to be given to the various elements of the educational and research program should involve participation of governing board, administration, and faculty prior to final decision.

The framing and execution of long-range plans, one of the most important aspects of institutional responsibility, should be a central and continuing concern in the academic community.

A second area calling for joint effort in internal operations is that of decisions regarding existing or prospective physical resources. The board, president, and faculty should all seek agreement on basic decisions regarding buildings and other facilities to be used in the educational work of the institution.

A third area is budgeting. The allocation of resources among competing demands is central in the formal responsibility of the governing board, in the administrative authority of the president, and in the educational function of the faculty. Each component should therefore have a voice in the determination of short-and long-range priorities, and each should receive appropriate analyses of past budgetary experience, reports on current budgets and expenditures, and short- and long-range budgetary projections.

Joint effort of a most critical kind must be taken when an institution chooses a new president. The selection of a chief administrative officer should follow upon cooperative search by the governing board and the faculty, taking into consideration the opinions of others who are appropriately interested.

The selection of academic deans and other chief academic officers should be the responsibility of the president with the advice of and in consultation with the appropriate faculty.

It should here be noted that the building of a strong faculty requires careful joint effort in such actions as staff selection and promotion and the granting of tenure. Joint action should also govern dismissals; the applicable principles and procedures in these matters are well established.

An official spokesman for the institution, the board, the administration, the faculty, or the student body should be guided by established policy.

The right of a board member, an administrative officer, a faculty member, or a student to speak on general educational questions or about the administration and operations of his own institution is a part of his right as

a citizen and should not be abridged by the institution.*

III. The Academic Institution: The Governing Board

The governing board of an institution of higher education in the United States operates, with few exceptions, as the final institutional authority.

As a whole and individually when the governing board confronts the problem of succession, serious attention should be given to obtaining properly qualified persons.

...The board should undertake appropriate self-limitation.

One of the governing board's important tasks is to insure the publication of codified statements that define the over-all policies and procedures of the institution under its jurisdiction.

The board plays a central role in relating the likely needs of the future to predictable resources; it has the responsibility for husbanding the endowment; it is responsible for obtaining needed capital and operating funds; and in the broadest sense of the term, it should pay attention to personnel policy. In order to fulfill these duties, the board should be aided by, and may insist upon, the development of long-range planning by the administration and faculty.

IV. The Academic Institution: The President

The president, as the chief executive officer of an institution of higher education, is measured largely by his capacity for institutional leadership. He shares responsibility for the definition and attainment of goals, for administrative action, and for operating the communication system which links the components of the academic community.

As the chief planning officer of an institution, the president has a special obligation to innovate and initiate. The degree to which a president can envision new horizons for his institution, and can persuade others to see them and to work toward them, will often constitute the chief measure of his administration.

*With respect to faculty members, the 1940 Statement of Principles on Academic Freedom and Tenure reads: "The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances; hence, he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman."

It is the duty of the president to see that the standards and procedures in operational use within the college or university conform to the policy established by the governing board and to the standards of sound academic practice. It is also incumbent on the president to insure that faculty views, including dissenting views, are presented to the board in those areas and on those issues where responsibilities are shared. Similarly the faculty should be informed of the views of the board and the administration on like issues.

V. The Academic Institution: The Faculty

The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process. On these matters the power of review or final decision lodged in the governing board or delegated by it to the president should be exercised adversely only in exceptional circumstances, and for reasons communicated to the faculty. It is desirable that the faculty should, following such communication, have opportunity for further consideration and further transmittal of its views to the president or board.

The faculty sets the requirements for the degrees offered in courses, determines when the requirements have been met, and authorizes the president and board to grant the degrees thus achieved.

Faculty status and related matters are primarily a faculty responsibility; this area includes appointments, reappointments, decisions not to reappoint, promotions, the granting of tenure, and dismissal. The primary responsibility of the faculty for such matters is based upon the fact that its judgment is central to general educational policy. Furthermore, scholars in a particular field or activity have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists for both adverse and favorable judgments. Likewise, there is the more general competence of experienced faculty personnel committees having a broader charge. Determinations in these matters should first be by faculty action through established procedures, reviewed by the chief academic officers with the concurrence of the board. The governing board and president should, on questions of faculty status, as in other matters where the faculty has primary responsibility, concur with the faculty judgment except in rare instances and for compelling reasons which should be stated in detail.

The faculty should actively participate in the determination of policies and procedures governing salary increases.

The chairperson or head of a department should be selected either by departmental election or by appointment following consultation with members of the department and of related departments; appointments should normally be in conformity with department members' judgment. The chairperson or department head should not have tenure in his office; his tenure as a faculty member is a matter of separate right. He should serve for a stated term but without prejudice to re-election or to reappointment by procedures which involve appropriate faculty consultation. Board, administration, and faculty should all bear in mind that the department chairperson has a special obligation to build a department strong in scholarship and teaching capacity.

On Student Status

The respect of students for their college or university can be enhanced if they are given at least these opportunities: (1) to be listened to in the classroom without fear of institutional reprisal for the substance of their views, (2) freedom to discuss questions of institutional policy and operation, (3) the right to academic due process when charged with serious violations of institutional regulations, and (4) the same right to hear speakers of their own choice as is enjoyed by other components of the institution.

APPENDIX C

Faculty Constitution and By-laws (Spring, 1969)

I. COMPOSITION OF THE FACULTY

The faculty consists of those persons serving full time as professors, associate professors, assistant professors, and instructors (including those in such ranks, but not engaged in teaching); the president of the College; and the dean of the College. All members of the faculty are entitled to vote in meetings of the faculty.

II. OFFICERS OF THE FACULTY

Officers of the faculty are the chairperson and the secretary.

The chairperson is the president of the College, or, at his or her designation, the dean of the College, or another member of the faculty. The chairperson will prepare agenda for meetings of the faculty, and will preside.

The secretary to the faculty shall be elected annually by the faculty at the first meeting of the college year. The secretary will maintain a permanent record of the deliberations of the faculty in its regular and called meetings, and will prepare and distribute minutes of each meeting of the faculty to all those eligible to attend faculty meetings. The secretary will inform the Student Senate, the student newspaper, and other appropriate student bodies of faculty actions of legitimate concern to them.

III. AREAS OF RESPONSIBILITY OF THE FACULTY

The faculty, with the president and the Board of Trustees, has the power and responsibility to govern and conduct the affairs of the College, and to supervise the academic program of the College, and to approve candidates for degrees in accordance with the Charter and By-laws of the College.

In accordance with the Charter and the By-laws of the Board of Trustees, the faculty, meeting in official session, is the academic legislature of the College, and has the authority to recommend to the president, and if necessary directly to the Board through its representatives on the Board, the educational program of the College in such areas as the following:

Admissions
Curricula
Student Life
Approval of Honorary Degrees
Recommendations of persons for academic degrees in course

The faculty may be charged with additional responsibilities as directed by the Board of Trustees.

IV. FACULTY MEETINGS AND COMMITTEES

The faculty exercises its legislative functions when it meets in official session.

Properly constituted committees of the faculty may exercise functions of the faculty when policy changes are not involved.

The faculty shall meet in official session, at a regular time and place chosen by the faculty annually at its first meeting of the college year.

The president and the dean of the College may call meetings of the faculty in addition to the regular meetings, and must do so upon signed petition of twenty-five percent of the voting membership of the faculty.

The faculty shall make decisions by majority vote of those present and voting; for called meetings, a quorum of fifty percent of the total voting faculty will be necessary for faculty action.

Robert's Rules of Order, Revised is the parliamentary authority, except as hereinafter provided.

V. ACADEMIC DEPARTMENTS

Members of the teaching faculty shall be assigned to academic departments within the College. The functions of faculty members shall be determined in a manner specified by the bylaws.

Chairpersons of departments are appointed by the administration of the College and the Board of Trustees. Under the president and the dean of the College, they have designated administrative functions. The position of departmental chairperson is not a tenured one.

Upon appointment, the chairperson of a department assumes responsibilities of departmental governance consistent with the principle that he or she serves as a chairperson of a staff of scholars involved in a common discipline. Functions of the chairperson shall be determined in a manner specified by the By-laws.

VI. ACADEMIC DIVISIONS

The three academic divisions are the humanities, the natural sciences, and the social sciences. The member departments of the divisions shall be specified in the by-laws. The separate divisions are not charged with administrative authority over the academic departments.

Division chairpersons are elected by members of the three divisions for terms of office decided upon by the divisions.

The functions of divisions and division chairpersons shall be determined in a manner specified in the by-laws.

VII. AMENDMENTS AND BY-LAWS

This constitution may be amended by a two-thirds vote of the total membership of the voting faculty, in regular meeting or called meeting, provided that the proposed amendment has been circulated at least two weeks before action, and provided that the president of the College and the Board of Trustees concur.

By-laws may be appended to this Constitution, provided that the proposed by-laws have been circulated at least two weeks before action, provided that they are passed by a simple majority of the total membership of the voting faculty, and provided that the president and the Board of Trustees concur.

VIII. RATIFICATION

This Constitution becomes effective when approved by two-thirds of the faculty, by the president of the College, and by the Board of Trustees of the College.

BY-LAWS

I. THE FACULTY HANDBOOK

The faculty of Centenary College shall establish principles of academic procedure, contracts, tenure, and related matters, such as departmental governance; and these principles shall be set forth in a faculty handbook. Once accepted by the Board of Trustees, these principles shall be binding on all parties. Changes in the Faculty Handbook must be approved by a simple majority of the total membership of the voting faculty, and concurred in by the president and the Board of Trustees.

II. HANDBOOK ON COMMITTEE STRUCTURE

The faculty of Centenary College shall establish a committee structure for the execution of delegated business and the making of proposals; and this committee structure, together with guidelines on procedure and composition, shall be set forth in a handbook on committee structure.

III. FACULTY MEETINGS

Normally, new business will not be transacted at a faculty meeting without its first having been referred to an appropriate committee.

The order of business for faculty meetings will normally include a roll call of committees for reports.

The chairperson and the secretary of the faculty shall determine whether a person, other than those provided for in Article I of the Constitution, is eligible to attend a meeting and have the privilege to discuss.

The following non-faculty members of the College staff, though not necessarily holding academic rank, have voting privileges in meetings of the faculty (except in election of members of the Faculty Personnel and Economic Policy Committee): the vice-president; the registrar; the dean of students; and the director of admissions.

Any retired Centenary faculty member with emeritus status may vote in faculty meetings during any regular semester in which he or she is teaching three or more semester hours.

Administrative officers not provided for in Section D above and part-time teaching personnel may attend meetings of the faculty with the privilege to discuss but without the power to vote.

IV. ACADEMIC DIVISIONS

The humanities, natural sciences, and social sciences divisions include, respectively, the following departments: art, religion, English, foreign languages, philosophy, theatre/speech, and the school of music; biology, chemistry, geology, mathematics, and physics and engineering sciences; and the school of business, education, psychology, history and political science, physical education, and sociology.

Functions and duties of divisions and divisional chairpersons shall be specified in the Faculty Handbook.

APPENDIX D

THE COMMITTEE STRUCTURE OF CENTENARY COLLEGE

The committee structure of the faculty of Centenary College is designed to involve the entire College as a community of scholars in overseeing and planning curricula, programs of study, policies and standards, student activities, and related matters. This involvement is within the stipulations of the Charter of Centenary College. The committees are always advisory insofar as they make recommendations to the administration and/or to the faculty, but in various instances they are charged with certain decision-making responsibilities. Committees may receive and act upon petitions from the Student Government Association.

Membership on the committees is drawn from faculty members, administrative and staff personnel, and students; in two cases, the Board of Trustees is also represented. With the exception of the Faculty Personnel and Economic Policy Committee, the president of the College appoints those members of the committees not elected in other ways, and designates the chairpersons, usually depending on the recommendation of the Committee on Faculty Organization and, in the case of student members, on the advice of officers of the Student Government Association. The president of the College and the dean of the College are privileged to attend all committee meetings; they should receive advance notice of all committee meetings, preliminary agenda when feasible, and minutes of all meetings. A committee may invite non-members to meet and consult with it at the committee's discretion.

Student members of the committees are expected to fulfill the following requirements: they should be full-time students, they should have spent at least two semesters in residence at Centenary College, they should have an

overall average of 2.0, and they should not be under any form of probation at the time of appointment or during tenure on the committee.

Each committee is expected to have a secretary, usually elected by the committee, who will keep a records or minutes file, and will circulate minutes to the committee through the chairpersons and forward a copy of the minutes to the archivist in the library. (However, cf. Discipline Committee, Procedural Rule 14.) Though the committees need not always distribute their minutes to the entire faculty, all chairpersons are expected to report periodically as needed to the entire faculty. Committee meetings are not necessarily always formal; but whenever the need arises, Robert's Rules of Order, Revised, is the parliamentary authority. Means of calling meetings are stipulated in the procedural rules of the several committees. A majority of the elected and appointed members shall constitute a quorum.

Committee continuity is insured by the Committee on Faculty Organization, as much as seems feasible and proper, so that the committees have a proper balance of tradition and innovativeness. The Committee on Faculty Organization does not normally recommend that a faculty member be chairperson of more than one standing committee, nor does it usually recommend appointment of a faculty member to more than two standing committees.

Those faculty members who serve on committees have a major responsibility to the College and the profession; while such service cannot replace classroom teaching as the primary function of a professor, it is important in the total program of an academic community.

COMMUNICATIONS COMMITTEE

Purposes and Responsibilities

1. To select editors and paid staff for CONGLOMERATE and YONCOPIN and such persons as required by FCC regulations for KSCL, the campus radio station; and if necessary to remove such persons.

2. To develop policy statements for student publications and the campus radio station, including criteria for performance of staff duties.

3. To construct with the Student Senate a budget for campus media.

Composition of Committee

The Committee consists of the following: The editor of CONGLOMERATE, the editor of YONCOPIN, the manager of the campus radio station, a student who is a member of the Student Government Association elected by the Student Government Association, the director of public information, a member of the Board of Trustees, and three members of the faculty. Faculty members and the chairpersons are recommended by the Committee on Faculty Organization and appointed by the president.

Procedural Rules

1. The committee meetings will be held on call of the chairperson or through the chairpersons at the request of any member of the Communications Committee.

2. Near the end of the academic year the committee selects editors and senior staff members for the coming year's CONGLOMERATE, YONCOPIN, and campus radio station personnel.

3. Prior to the SGA retreat the Communications Committee shall meet with the SGA and formalize a budget for the campus media. This budget, once agreed upon, should be adhered to if at all possible.

4. Policy statements for student communications media exist in the minutes of the committee and its predecessors, and the Communications Committee is responsible for seeing that the statements are disseminated and followed.

STUDENT-FACULTY DISCIPLINE COMMITTEE

Purposes and Responsibilities

1. A primary function of the committee is to consider and decide upon all cases involving non-academic misconduct referred to it by the Judicial Referral Board. (See SGA Constitution)

2. The committee also decides upon appeals resulting from other disciplinary action, including that of the Honor Court. If the student questions the fairness of a disciplinary action taken against him by a dean or a student judicial body, he should be granted on request the privilege of a hearing before this committee.

3. At the request of the Executive Council of SGA, the committee will rule upon the constitutionality of actions taken by the Student Government Association.

4. Furthermore, the committee should stay informed about disciplinary problems and make recommendations to judicial bodies and members of the administration charged with disciplinary responsibilities.

Composition of Committee

1. The committee shall be composed of seven voting members and four alternates: three faculty members and two faculty alternates, three student members and two student alternates, and a faculty chairperson. Student members shall not hold any elected office to the Student Government Association, membership on the Judicial Board, or membership on the Centenary Honor Court. The chairperson should have a minimum of one year's previous service on the committee. The dean of students shall be an ex officio member of the committee, without vote, and shall function as its executive officer--that is, he is charged with the responsibility of enforcing the decision of the committee.

2. The three voting and two alternate faculty members of the committee are recommended by the Committee on Faculty Organization and appointed by the president for terms of one academic year. Whenever possible, for purposes of continuity, faculty members will serve more than one term.

3. The three voting and two alternate student members shall be nominated by a majority vote of the Student Senate, subject to the approval of the president of the College.

4. The alternate members of the committee attend meetings and participate at the call of the committee chairperson.

5. The composition of the committee during the summer will be determined by the committee at its May meeting. The chairperson of the committee will call a meeting of the committee in the early part of May to determine who will be available for summer meetings, if needed.

6. Whenever possible, appointments to this committee are made with due consideration for the principle of separation of power as defined in the "SGA Constitution."

Procedural Rules

1. Three student members, three faculty members, and the chairperson must be present in order for the committee to make a decision.

2. The committee will meet in regular session once each semester to discuss procedure and campus disciplinary problems.

3. The committee chairperson or the president of Centenary College can call a committee meeting at any time either by verbal or written notice.

4. The agenda for the meeting will not be disclosed to the members in advance. Prior to each hearing, the chairperson shall ask committee members if they have been approached prior to the hearing by representatives of either side (accused or accuser) and to what extent. Persistent or inappropriate contact prior to a hearing may result in an additional violation under Obstruction of Proceedings.

5. The proceedings of the meetings are held in strict confidence.

6. The chairperson of the committee will request that two sets of minutes be prepared by a faculty/staff representative. One set of minutes will be kept in the file of the committee secretary, the other in the office of the president of Centenary College.

7. No member of the committee who is interested in a particular case in any way other than his official function as a member of the committee shall sit in judgment during the proceedings. In the absence of one member of the Student-Faculty Discipline Committee--either faculty or student--the accused may voluntarily waive a hearing before the full committee.

8. The committee should confirm that the accused has received in writing all charges brought against him/her and has had sufficient time to prepare a defense (five days minimum). The accused and the accuser may present any evidence that the committee deems pertinent and relevant to the case.

9. Both the student who is accused and the student who makes the accusation have the right to be assisted in the case by a Centenary College faculty or administrative adviser of their choice.

10. The burden of proof rests upon the persons bringing the charge.

11. The student shall be given the opportunity to testify and present evidence and witnesses. In appeals from decisions by the Honor Court, the Honor Court will be the accuser and will be bound by provisions of Article 7 of the Honor Court. In all other cases he/she shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against the student unless he/she has been advised of the content and of the names of those who made them, and unless the student has been given an opportunity to rebut unfavorable inferences made against him.

12. (a) All members of the committee have the right to question the accused, the accuser, and the witnesses.
    (b) The accused has the right to question the accuser and witnesses.
    (c) The accused, as well as the accuser, has the right to remain in the room as long as the case is being heard and until the committee is ready to deliberate, or until the committee considers another (separate) case.

13. (a) The decision of the committee shall be based solely upon matters considered by the committee at the hearing.
    (b) The committee may dismiss charges, or may assess penalties ranging from warnings through expulsion.
    (c) The chairperson communicates the decision to the accused. A letter of confirmation follows.

14. The chairperson will prepare six (6) letters of response that reflect the final decision of the committee--one for the accused, one kept in the files of the chairperson, one each in the offices of the president of the College and the dean of the College, and two in the office of the dean of students.

15. For the Discipline Committee to consider an appeal, the student must file such an appeal in writing with the committee chairperson within one week after the decision has been rendered by a lower body. (Appeals of decisions of the Honor Court must be made to the dean of the College in accordance with Article X of the Honor Court Constitution.)

16. The decision of the Discipline Committee is usually considered final, however decisions are appealable to the president of the College, or ultimately to the Board of Trustees.

17. Nothing herein shall be regarded as detracting from the president's powers as set forth in the statement on student rights and freedoms as it appears in the Student Handbook.

EDUCATIONAL POLICY COMMITTEE

Purposes and Responsibilities

The Committee has responsibility for the undergraduate curriculum of the College, including major and degree requirements and all offerings of the several departments creditable to the degrees offered by the College. It also formulates policy governing academic regulations and standards, admissions criteria,

academic discipline and schedule, registration, classification and standing, grading standards and practices, attendance at classes, student course load, examinations, and all other matters primarily academic in nature. The committee will assist in formulating policy regarding the Academic Calendar, but the actual preparation of the calendar is the responsibility of the Office of the Dean. Once the calendar is set, it will be submitted as information both to the Educational Policy Committee and to the faculty. The committee is also responsible for the general education curriculum and the definition of policy governing academic honors in course and the programs leading thereto.

Composition of Committee

The Committee is composed of six members of the faculty (two from each academic division, but separate departments) and two students (from separate academic divisions), the former recommended for presidential appointment by the Committee on Faculty Organization, the latter by the officers of the Student Government Association. Because of the importance of this committee, at least four members shall be tenured faculty. A tenured faculty member shall be elected chairperson of this committee. The academic dean is an ex officio member of this committee.

Procedural Rules

1. The Committee meets weekly at a regular hour, which should be published at the beginning of every semester.

2. Subcommittee on Academic Petitions
   a. The purpose of the Subcommittee is to receive and act on academic petitions concerning waiver of college regulations for graduation from the College and substitution of transferred courses for courses required in a Centenary degree program.
   b. The Subcommittee shall be appointed by the chairperson of the Educational Policy Committee and shall be composed of three members--one from each academic division of the College; at least two members shall be tenured. The Subcommittee shall elect one of the tenured members as chairperson.
   c. This committee shall meet weekly or as often as necessary to conduct its business; the committee shall meet independently of the parent committee but shall report regularly its actions to the parent committee.

3. Subcommittee on Admissions
   a. The purpose of the Subcommittee is to advise and direct the Office of Admissions concerning policy, and to assist in admission, retention, and probation decisions in doubtful cases.
   b. The Subcommittee shall be appointed by the chairperson of the Educational Policy Committee and shall be composed of three members--one from each academic division of the College; at least two members shall be tenured. The Subcommittee shall elect one of the tenured members as chairperson. The director of admissions shall be an ex officio member without vote.
   c. This committee shall meet as often as necessary to conduct its business; the committee shall meet independently of the parent committee but shall report regularly its actions to the parent committee.

4. Items of business concerning curricular change and, whenever possible, other business should be circulated to the committee membership in advance of meetings.

5. Normal procedures for curricular or other academic changes are as follows:

   a. Upon recommendation of a department or any member of the faculty, the Committee may approve the following types of changes without referring them to the faculty:

      1) minor changes in course descriptions
      2) changes in course title, while content remains essentially the same
      3) changes in course numbers
      4) changes in course prerequisites

   b. Upon recommendation of a department or any member of the faculty, the Committee may recommend to the faculty for approval:

      1) addition or deletion of courses, including major revision of existing courses
      2) addition or deletion of curricula
      3) revision of curricula, including specific major and program requirements (including supportive requirements)

   c. Recommendations for curricular changes from other sources must be routed through the Committee chairperson and will be dealt with in the manner prescribed above.

   d. Individuals making proposals for change may request to be present at the meeting in which the proposal will be considered. Individuals who are not members of the Committee may be seated for presentation and discussion of the proposals, but Committee deliberations are attended only by members.

   e. Following these deliberations, those who have made proposals must be informed within twenty-four hours of the status of their proposals.

6. Procedural rules relative to departmental honors are recorded in the Faculty Minutes of May 20, 1968.

8. The Committee shall meet with the faculty twice a year to discuss matters of academic policy and to receive questions concerning the same.

COMMITTEE ON FACULTY ORGANIZATION

Purposes and Responsibilities

1. The Committee is responsible for continuous improvement of the committee system of the College. As needed, and at least every three years, it reviews the faculty committees to insure their proper functioning; it makes recommendations for restructuring, addition, and discontinuance of committees.

2. Each year the Committee submits faculty committee assignments to the president for approval.

3. It advises the president on the structure and size of committees, including the extent of student and administrative staff membership.

4. It lays down guidelines on such matters as keeping committee records and minutes.

5. It receives minutes from each faculty committee and makes those minutes available to the faculty.

6. It attempts to insure continuity of committee membership when desirable.

7. It facilitates the flow of information among the various faculty committees and coordinates efforts of the faculty through its committees both to understand and to influence matters which bear upon the life of the College.

8. As needed, and at least once every three years, the Committee revises the committee structure of Centenary College with the aid of committees, the concurrence of the faculty, the administration, and the Board of Trustees.

9. As needed, and at least once every three years, the committee revises the Faculty Handbook, consulting other appropriate committees, especially the Faculty Personnel and Economic Policy Committee.

10. It serves as a nominating committee for the faculty for posts such as secretary to the faculty, the voting delegates to the Conference of Louisiana Colleges and Universities, and such other positions which the faculty must elect from its membership.

11. It makes recommendations to the faculty, the administration, and, if need be, to the Board of Trustees on procedural rules for faculty governance.

Composition of Committee

The Committee consists of one faculty member elected by each of the three academic divisions of the College and two faculty members appointed by the president. There are no student members.

Procedural Rules

1. The Committee meets at least twice a year, in September and April, and at such other times as necessary.

2. The Committee meets on the call of the president or the chairperson, or at the request of the faculty made to the chairperson.

FACULTY PERSONNEL AND ECONOMIC POLICY COMMITTEE

Purposes and Responsibilities

1. Personnel Policy: The Committee shall be concerned to preserve the professional integrity and security of this faculty and, within its abilities, to encourage professional competence and the continuing improvement of the faculty it represents.

   The Committee's functions shall be to advise and consult with the president and the dean of the College, when feasible, on matters relating to faculty personnel, and to be available at all times to receive the petitions of faculty members. In making recommendations, the members of the committee shall be representative of the faculty rather than of department chairpersons. On its own initiative or at the request of the administration or department chairpersons, the committee shall make recommendations to the administration with reference to appointments, reappointments, promotions, tenure, dismissals, and retirement: in the event that some members of the Faculty Personnel and Economic Policy Committee are eligible for promotion, the president, the dean, and the department chairpersons shall consult with the other members of the committee without committee action. The committee is not obligated to review all candidates for new appointments. If it is not possible to confer with the committee, the administration, for rare and compelling reasons, may grant tenure without consultation to newly appointed faculty members; such cases may include personnel who have tenure or who have served the required probationary period or major part thereof in other institutions. The committee, or those members who are not in the department involved, shall be consulted in the appointment of department chairpersons and shall make recommendations in cases of retiring or superannuated department chairpersons.

2. Economic Policy: The committee as the representative of the general economic interests of the faculty shall advise and consult with the proper members of the administration concerning the following:

   a. Annual budgetary allocation and expenditure of funds in accordance with the educational policies determined by the faculty;

   b. Short-run and long-run budgetary projections;

   c. Important developments in administrative planning, including proposed capital expenditures;

   d. Any major issue of policy affecting current or projected budget decisions;

   e. Insurance and retirement programs relating to the faculty.

Selection and Composition of Committee

The committee is composed of six members of the full-time faculty who shall hold tenure in the ranks of associate professor and professor. The committee shall have at least one member from each academic division among

its members. No administrative personnel other than departmental chairpersons are eligible for membership on this committee. Two members of the faculty shall be elected each year to serve terms of three years. In the event of unfulfilled terms, faculty members shall be elected for partial terms to fill out the unfinished terms. After each full or partial term of at least two years, faculty members will be ineligible for re-election until three years have elapsed since the last service. No faculty member shall serve more than a total of twelve years, and no faculty member shall be elected to a full or partial term if he will not be able to serve that term.

Election procedures:

At the March meeting, the committee shall furnish the faculty a list of those eligible for nomination. Each person qualified to vote in PEP elections (see below) shall nominate two candidates. All persons receiving one or more votes will become nominees. Election shall be by ballot at the April meeting. At that time, the committee will present a list of nominees from which the faculty will elect two. Balloting will continue until two candidates receive a majority support from eligible voters present at the April meeting. After each ballot, a teller's report will inform voters of the number of votes cast, the number needed for election, and the number each candidate got. After one candidate is elected, if any academic division does not have a representative on the committee, only nominees from that division are eligible for balloting to elect the sixth member.

Voters eligible to elect members of the PEP committee are "those persons serving full time as professors, associate professors, assistant professors, and instructors (including those in such ranks, but not engaged in teaching), the president of the College, and the dean of the College" (Faculty Constitution I,A). The vice president, the registrar, the dean of students, and the director of admissions are not eligible to vote in PEP elections (Fac. Constitution III, D).

Procedural Rules

1. The Committee shall determine and select its own officers. On any matter of concern to a particular department, the chairperson of that department will normally be invited to meet with the committee, but does not become a voting member of the committee.

2. The chairperson shall call meetings 1) on his/her own iniative, 2) at the request of any member of the committee, or 3) at the request of the president or the dean of the College.

3. Minutes of Faculty Personnel and Economic Policy Committee meetings are available only to members of the Committee, the dean of the College, and the president. The secretary shall prepare a brief summary of the Committee's activities, except those dealing with confidential matters, for presentation by the chairperson to the faculty at its monthly meetings.

4. For procedures in holding hearings, see the Faculty Handbook "Contracts and Tenure."

5. Some business of the Committee by its nature must remain confidential and can be released only with the concurrence of the whole committee.

6. Each year, the Committee shall request the dean to send the faculty an updated salary (9 month) table.

7. Faculty members in a position requiring them to make personnel and/or salary recommendations on colleagues should recuse themselves if the colleague is a spouse or other close relative. In that case, the recommendation should come from PEP and the dean.

8. Since the bulk of the Committee's budgetary work is done during the Interim, members of the Committee shall not schedule other responsibilities for that period.

9. The Committee shall meet in a special session each semester to discuss with the faculty personnel and economic policy matters.

10. The Committee, through its chairperson or the dean, shall communicate as soon as possible to those making either personnel or budget requests the final disposition of their requests.

11. If necessary, one or two members of the Committee should receive a summer grant to review budgetary performance for the previous fiscal year and to prepare tables and position papers to aid the committee with items on the coming year's agenda.

INTERCOLLEGIATE ATHLETICS COMMITTEE

Purposes and Responsibilities

1. To asses the various aspects of intercollegiate athletics with the goal toward establishing and maintaining standards of scholarship and sportsmanship consistent with the values and traditions of Centenary College, The National Collegiate Athletic Association (NCAA), and the National Association of Intercollegiate Athletics (NAIA).

2. To serve as an advisory body to the administration and faculty on all matters concerning intercollegiate athletic programs.

3. To insure compliance by athletes at Centenary College with eligibility rules formulated by the NCAA, the NAIA, and Centenary College.

4. To have access to files on individual athletes, which may include data from the registrar, the dean of students, the Admissions Office, and the Financial Aid Office.

5. To review intercollegiate athletic programs as a part of the mission of Centenary College and make appropriate recommendations thereof.

6. To serve as a liaison between intercollegiate athletics and the academic areas of the College.

7. To serve in an advisory capacity to the director of athletics who shall:

a. advise the Committee of significant NCAA and NAIA policies, rules, and regulations, and shall provide interpretations of their applicability to the athletic program at Centenary;
b. seek the advice of the Committee on participation of athletic teams at Centenary in post-season championships and other tournaments;
c. seek the advice of the Committee on the selection and appointment of key personnel in the athletic department;
d. seek the advice of the Committee on any potential major change in athletic policy and programs;
e. seek the advice of the Committee on major proposed changes in the nature and use of athletic facilities;
f. review annually (usually at the first meeting in the fall) the activities and performances of the athletic department for the previous year and outline the program for the current year.

8. To review the annual budget of the athletic department before it is submitted to the Personnel and Economic Policy Committee.

9. To participate effectively in the following activities:

a. NCAA compliance documentation
b. NAIA compliance documentation
c. TAAC compliance documentation
d. Staff recruiting coordination
e. Selection of NCAA representative
f. Selection of NAIA representative
g. Selection of TAAC representative
h. Monitoring athletic recruiting policies and practices
i. Monitoring federal regulations (HEW, Title IX)
j. Special projects

Composition of Committee

There are four faculty members and two student members, one male and one female, on this committee. In addition, the director of men's athletics and the director of women's athletics are members ex officio, without vote. Faculty members and the chairperson are recommended by the Committee on Faculty Organization and appointed by the president. In the recommendation of a chairperson, consideration should be given to a minimum tenure of three years, so that he/she may keep abreast of ongoing changes in the policies of the NCAA and NAIA. Student members are recommended by the officers of the Student Government Association and appointed by the president. Care should be taken that, with the exception of the director of athletics, members of the committee are not involved with the intercollegiate athletic program in any way.

Procedural Rules

1. The Committee should have a minimum of one meeting per semester, within the first six weeks of each semester, at the convenience of the members.

2. The chairperson shall call meetings of the Committee on his/her own initiative or at the request of any member of the Committee. If the chairperson refuses to call a meeting within ten days after re-

ceiving a request for a meeting, any two members may call a meeting and business may be considered so long as there is a quorum.

3. When possible, five days' notice should be given to the members concerning a meeting of the Committee. Agenda listing the matters to be considered shall be submitted to the members at the time the meeting is called.

LIBRARY COMMITTEE

Purposes and Responsibilities

1. To carry out a liaison function between faculty and students and the library staff, between the library and the community, and between the library and the Personnel and Economic Policy Committee.

2. To serve in an advisory capacity to the librarian.

3. To advise the College administration, faculty, and students on matters relating to the use and development of library resources and facilities.

4. To assist and advise the librarian in the allocation of funds for acquisitions among the several subject-matter fields, taking into account such factors as special needs, changing curriculum and personnel, and student enrollment.

5. To recommend guidelines for the use of the library by non-College persons.

6. To consult with the librarian concerning cooperative activities with other libraries, particularly through the Southern College University Union.

7. To supervise the acquisition, maintenance, and use of the College's audiovisual equipment and supplies not permanently assigned to departments.

Composition of Committee

The Committee consists of three faculty and two student members, plus the librarian and the director of student activities, ex officio. The faculty members and chairperson are recommended by the Committee on Faculty Organization and appointed by the president, with due regard to representation from the several subject-matter areas. The student members not employed by the library are recommended by the officers of the Student Government Association and appointed by the president.

Procedural Rules

1. The committee shall meet with the Library Director in the fall semester prior to and during the library's budget preparation for counsel and information. In doing so, the committee will serve as a liason between the library and the Personnel and Economic Policy Committee. The committee shall meet at least once during the spring semester, at the convenience of the members.

2. The chairperson shall call meetings of the Committee on his/her own initiative or at the request of any member of the Committee. At least one week prior to the time set for the meeting, agenda listing the matters to be considered should be submitted to the members of the Committee.

SCHOLARSHIPS AND FINANCIAL AID COMMITTEE

Purposes and Responsibilities

1. To establish the criteria for the awarding and retention (when applicable) of all scholarships, grants-in-aid, and other financial assistance.

2. To review and revise this policy as may become necessary because of changing conditions.

3. To be familiar with 1) regulations governing federally supported programs of financial aid for undergraduate students; 2) rules of the national governing bodies for athletics relative to the granting, gradation, and cancellation of awards by maintaining active liaison with the Intercollegiate Athletics Committee, including reports to that committee on the academic performance of athletes vis-à-vis their awards.

4. To review representative samples of recommendations for awards made by the financial aid officer to determine that these awards are made in accordance with established College policy, federal regulations, and the rules of the NCAA and NAIA.

5. To hear appeals and complaints of students who may be dissatisfied with awards made to them and to determine action to be taken in these cases.

6. To review endowed scholarships and determine when initial awards should be made from funds.

7. To work with the Admissions Office in the identification and recruitment of students qualified for scholarships and financial aid.

Composition of Committee

There are four faculty members on this committee, at least one from each of the broad fields of the humanities, social sciences, and natural sciences. There are no student members. The faculty members and chairpersons are recommended by the Committee on Faculty Organization and appointed by the president. The director of admissions, the financial aid officer, and the director of scholarship development are ex officio members without vote; and the financial aid officer may be secretary of the committee.

Procedural Rules

1. The Committee is called together by the chairperson or at the request of the financial aid officer.

2. There is no set number of meetings during the year. The Committee meets on the average of once a month. In the event that meetings are needed to hear appeals or review awards made during the summer months, and in the event that a member of the Committee or resource person (adviser, departmental chairperson) is not in residence at that time, the dean of the College shall appoint a surrogate--in the case of a committee member preferably someone with recent experience on the Committee or a member-designate.

COMMITTEE ON STUDENT LIFE

Purposes and Responsibilities

1. It is the function of the Committee on Student Life to be concerned with the development of a student activities program, its philosophies, and its objectives. This committee encourages the several student government groups to assume a leadership role in defining standards of conduct on the campus, in College-sponsored off-campus activities, and in the community. The Committee encourages the several student groups to assume the responsibility for formulating policies concerning student government, citizenship, and recreational activities, including those of sororities and fraternities.

2. All matters that affect student life (e.g., housing, recreation, health) and that are not academic or in the province of other committees are the responsibility of the committee and should be referred to it for consideration and referral to the faculty at its regularly scheduled meetings. Such matters may originate from any individual group or organization, including the faculty and the Student Government Association. This committee is the normal channel for the Student Government Association to approach the faculty on student activities. Matters that have both academic and non-academic aspects may be considered by the Student Life Committee, but these matters remain primarily within the province of the appropriate committee dealing with academic concerns.

3. The faculty members of the committee shall select the nominees for Who's Who Among Students in American Colleges and Universities, and shall determine the winners of the Ellis H. Brown Leadership Award.

4. After approval of a new student organization by the Student Government Association, this committee will either reject the petition or approve it for presentation to the faculty for final action.

5. This committee, upon recommendation of the Student Government Association, may take action upon organizations that have become inactive.

6. This committee develops guidelines for the control of the official activities calendar, including a charge to the person who keeps the calendar to decide within those guidelines which events may pre-empt times, dates, and places.

7. Any disciplinary function arising out of policies in the purview of this committee is the responsibility of the Discipline Committee (by faculty action, October 22, 1971).

Composition of Committee

There are five faculty members with one as chairperson, five student members including the president and two senators from the Student Government Association, and two students appointed by the president of the College; one member from the Board of Trustees. The dean of student services is a non-voting adviser to the Committee. Whenever the Committee deals with student government matters, the faculty sponsor of SGA becomes an adviser without vote on the Committee.

Procedural Rules

1. The Committee shall have a minimum of one meeting per semester.

2. The chairperson shall call meetings of the Committee on his/her own initiative or at the request of any member of the Committee. If possible, a list of matters to be considered shall be sent to the members of the Committee at least three days prior to the meeting.

3. The Student Government Association refers matters to this committee through the representatives of SGA on the Committee, and then the Committee may change them, accept them, or decline to pass them on to the faculty.

4. Without referring to the faculty, the committee may act on matters which do not affect or conflict with faculty or College policy or rules.

THE GRADUATE COUNCIL

The Graduate Council comprises the following: the dean of the College, the dean of the school of business, the chairperson of the education department, the registrar, the chairperson of the Education Policy Committee, the chairperson of the Personnel and Economic Policy Committee, and two faculty members-at-large, nominated by the Faculty Organization Committee and approved by the president. The members-at-large will serve staggered terms of two years.

The three academic divisions shall be represented among the chairpersons of faculty committees and the members-at-large. It is from these members that the Council selects its chairperson for the year.

The Graduate Council is responsible for the criteria for admission to graduate programs and satisfactory progress toward degrees and for policies pertaining to personnel, curricula, degree requirements, and finances. Proposals relating to any of these areas may originate with the dean, members of the Council, or any faculty or administrative officer of the College and should be sent to the dean and the chairperson of the Graduate Council with majority approval from the department seeking the program. The Graduate Council submits its recommendations to the faculty for approval.

The Graduate Council interviews and recommends new part-time graduate faculty members.

The Graduate Council receives from each faculty member teaching graduate courses a report yearly in which the Council is apprised of the professor's professional activities relating to graduate program responsibilities, including research and publications.

The faculty in the Graduate Programs should have terminal degrees and/or expertise in their respective fields. Recommendations for faculty are made by the department to the Graduate Council and Personnel and Economic Policy Committee for screening and approval as well as promotions and tenure. These committees make recommendations to the dean of the College.

The responsibilities to the College of a member of the graduate faculty are held to be fulfilled when he/she carries a teaching load appropriate to his/her rank and program, and when he/she performs an appropriate amount of scholarly research or its equivalent, public service, and College committee work. In addition, participation in scholarly research and in professional associations at the regional and national levels is encouraged. Each faculty member shall designate certain hours when he/she will be available in his/her office for consultation with students.

Graduate academic appeals are made to the Graduate Council.

The Graduate Council is responsible for review of curricular offerings and requirements of the graduate program every five years.

APPENDIX E

"On Crediting Prior Service Elsewhere as Part of the Probationary Period" from AAUP Bulletin, September, 1978, Vol. 64, No. 3, pages 274-275.

The 1940 Statement of Principles on Academic Freedom and Tenure defines the probationary period for faculty members as follows:

> Beginning with appointment to the rank of full-time instructor or a higher rank, the probationary period should not exceed seven years including within this period full-time service in all institutions of higher education; but subject to the proviso that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.

The underlying objective of the foregoing provision is to recognize university teaching as a profession in which, after a limited probationary period to demonstrate professional competence in their positions, faculty members achieve tenure in order to protect academic freedom and provide a reasonable degree of economic security. Tenure in the profession as a whole, rather than at a particular institution, is not a practical possibility, since a faculty appointment is at a given institution. Nevertheless, to the

extent that experience anywhere provides relevant evidence about competence, excessive probation can occur not only at one institution but through failure to grant any probationary credit for service at one or more previous institutions.

The 1940 Statement recognizes, however, that because there is great diversity among institutions not all experience is interchangeable, and that an institution may properly wish to determine whether an individual meets its standards for permanent appointment by on-the-spot experience. Thus a minimum probationary period up to four years, at a given institution is a reasonable arrangement in appointing a person with prior service. It meets a reasonable demand of institutions which wish to make considered decisions on tenure based on performance at those institutions, and the needs of individuals who wished to obtain appointments that might not otherwise have been available to them because of insufficient time for evaluation.

Nevertheless, the Association continues to take the position that the 1940 Statement's provision for crediting prior service is sound, and it urges adherence to this position. It is particularly opposed to belated arrangements not to count prior service which are made in order to avoid an impending decision on tenure. The Association recognizes, however, that in specific cases the interests of all parties may best be served through agreement at the time of initial appointment to allow for more than four years of probationary service at the current institution (but not exceeding seven years), whatever the prior service elsewhere. Significantly different current responsiblities or a significantly different institutional setting can be persuasive factors in deciding that it is desirable to provide for a fuller current period of probation. In these specific cases, if the policy respecting the probationary period has been approved by the faculty or a representative faculty body, the Association will not view an agreement not to credit prior service as a violation of principles of academic freedom and tenure warranting an expression of Association concern.

In dealing with previous service, the 1940 Statement's admonition that "the precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated" is particularly important. The years of previous service to be credited should be determined and set forth in writing at the time of initial appointment.

The previous service which should be taken into account is full-time faculty service at an institution of higher education that was accredited or was an official candidate for accreditation by a recognized United States accrediting agency.

Questions on whether to take into account previous service which occurred many years in the past, or previous service in a distinctly different area, should be referred to an appropriate faculty committee at the time of initial appointment.

APPENDIX F

Teaching Faculty Salary Schedule
1987-88

	Range		Mean	
	9-12 mos.	9-12 mos. prorated to 9	9-12 mos.	9-12 mos. prorated to 9
Professor	$30,552-$50,685	$30,552-$41,405	$37,879	$34,104.03
Asso. Prof.	$25,959-$38,348	$23,747-$32,870	$29,667	$28,163.74
Asst. Prof.	$19,834-$35,295		$25,369	
Instructor	$18,500-$27,810		$21,265	

APPENDIX G

"A New Retirement Age (...)" from AAUP Bulletin, May 1978, Vol. 64, No. 2, page 69.

Both houses of the Congress have now adopted legislation which extends the mandatory age of retirement for most persons to age seventy, beginning January, 1979, but which exempts tenured college and university faculty members from the law until July 1, 1982. The legislation, an amendment to the 1967 Age Discrimination in Employment Act, is expected at this writing to be signed into law shortly by the President.

(It has been signed by the President and is now law.)

APPENDIX H

Sabbatical Leaves for Centenary Faculty

I. Definition of Program

A. Purpose: to release full-time faculty with at least six years of service to Centenary College for pursuit of a specific project whose goals are:

1. Production of an original contribution to scholarship via publication and/or original work(s) of art;

2. enhancement of academic reputation of the College;

3. enhancement of professional expertise through a program of scholarly reading or study;

4. enlargement of and/or addition to intellectual and cultural development and/or instructional skills of faculty members.

B. Standards for Project: Standards of merit are the same as the above goals. A project need not satisfy all four goals; but the more goals that a particular project satisfies, the greater its individual merits. In cases of relatively equal merit between projects, length of service to the College will be a major criterion. Generally, preference should be given to those who have not previously received a sabbatical leave. Work toward an advanced degree will not constitute an acceptable project.

C. Obligations

1. Recipient must return to Centenary College for at least one year after sabbatical leave.

2. Recipient must turn in a substantial written report summarizing accomplishments during the sabbatical period to the dean of the College.

II. Selection Procedures

A. Application: Specific project proposals must be submitted in writing with supportive material including recommendation of department chairperson or the dean of the College to the chairperson of the Faculty Personnel and Economic Policy Committee by February 1 of the previous academic year.

B. The Faculty Personnel and Economic Policy Committee may recommend no more that 5% of the full-time faculty in an academic year. Only one member of a department may be on sabbatical in a given period. If more than 5% of the full-time faculty apply in any one year, unsuccessful applicants are given priority in the next year's selections.

C. The president of the College may veto the Committee's selections but only for compelling financial and/or administrative reasons.

III. Salary and Benefits

A. Sabbatical leaves are for two semesters at half salary or for one semester at full salary. When a sabbatical is combined with another remunerative project, approval must be granted by the president.

B. The time spent on sabbatical leave is counted as time in service to the College for considerations of the professor's tenure, seniority, promotion, and salary increases.

C. Retirement premiums to be continued on basis of full annual salary in effect at beginning of leave (5% College contributions, 5% by faculty member). A contribution of 5% of the annual salary by the member on half salary is a heavy burden. The sabbatical fund will cover total retirement premiums for those on 2-semester leave.

D. Social Security to be deducted from the sabbatical salary with the College paying the appropriate amount.

E. Group Hospitalization and Disability Insurance to be continued with the College and faculty member both maintaining contributions to full coverage in effect at the start of the leave.

F. In event a full-time faculty member or a full-time employee becomes disabled, under the terms of the College's Disability Policy, the College will continue to pay the College's portion of the full-time faculty member's or employee's Health Insurance premiums, and the College's portion of TIAA, as long as the full-time faculty member or employee is disabled.

APPENDIX I

HONOR COURT CONSTITUTION (Excerpts applying to Faculty)

ARTICLE II. GROUNDS FOR CONVICTION FOR VIOLATION OF THE HONOR CODE

SECTION ONE. CHEATING ON TESTS AND EXAMINATIONS

Cheating on tests and examinations is defined as:

1. Using notes, the textbook, or reference material during a test or examination, unless students are specifically authorized to do so by the teacher of the class.

2. Looking on the test paper of another student in the class.

3. Giving or receiving unauthorized aid verbally or in writing.

SECTION TWO. CHEATING ON PAPERS

1. Plagiarism is defined as borrowing phrases, ideas, or other material (e.g., maps and charts) from any source without giving adequate credit;

2. Papers may not be proofread by anyone other than the author;

3. Papers may not be corrected by any typist other than the author;

4. No student may submit any work which he (or another student) has submitted for credit in any other course without the permission of the second instructor.

SECTION THREE. FAILURE TO ADHERE TO SPECIFIC REQUIREMENT OF PROFESSORS

Students are responsible for finding out a professor's requirements for examinations, papers, written homework, lab reports, tutoring, and all other work as he relates them to the Honor Court. Failure to adhere to these requirements is a violation of the Honor Code.

Clarification and exceptions:

1. On papers professors may:

   a. Grant that a paper be proofread by parties other than the author;

   b. Prescribe limitations on the sources to be used;

   c. Make special stipulation concerning crediting of sources;

   d. Grant permission to students to submit any work which they or others have submitted for credit in any other course.

2. Written homework and laboratory reports:

   a. Students may work together, provided that each member of the group understands the work being done, and the instructor has authorized this procedure;

   b. All data must be reported by the student as observed in the experiment.

   c. Professors may:

      (1) Require that all or part of the assignment be done by each student individually;

      (2) Require that secondary sources consulted be credited.

3. Tutoring:
   Students must find out from a professor what kind of help may be received from tutor on assigned work.

ARTICLE III. PROCEDURE FOR EXAMINATIONS AND PAPERS

Suggestions by the Honor Court to alleviate suspicion of Honor Code violation:

1. Every effort should be made by the student to place himself in the classroom seating arrangement so as to minimize the suspicion of a violation;

2. Students should remove all notebooks, textbooks, and other written material from their desks. Only exam material shall be within view;
3. Students should check with professors concerning any questions about papers;
4. Permission for combined work on projects and assignments does not necessarily imply authorized collaboration on resulting papers and reports.

ARTICLE IV. FACULTY RESPONSIBILITIES

SECTION ONE. As a member of the Centenary community, each faculty member is responsible for reporting all cases of suspected cheating on tests, plagiarism, and other violations of the Honor Code to a member of the Court rather than handling the case and penalty personally.

SECTION TWO. Faculty members shall abide by the decision of the Court in grading the student suspected of the violation.

SECTION THREE. Members of the faculty who teach evening classes will inform all students that they shall abide by the Honor Code in night classes.

SECTION FOUR. Faculty members shall explain all requirements for take-home tests.

APPENDIX J

The Faculty and the Library

A. Faculty Use of the Library

1. To Borrow Books. Faculty members may borrow regular circulating books for an unlimited period of time. However, borrowed material should be returned as quickly as possible. The library may also, on occasion, call in materials that either have been requested by other borrowers or are needed for reserve. At the end of each semester all faculty members are sent a list of books charged to them with a request to return those no longer in use.

   Faculty members are expected to observe time limits set for the circulation of reserve books.

   Under normal circumstances reference books, periodicals, recordings, and Cline Room materials do not circulate. However, arrangements can be made for limited classroom use of these materials.

2. Use of the Library by Dependents. Unlimited borrowing privileges apply only to faculty and staff members. Spouses, children, and other immediate family members of faculty may borrow material, but are subject to the same rules that apply to Centenary students.

3. Reference Service. The library staff provides many types of reference services. These include answering questions and assisting with reference problems, selecting books and periodicals, and preparing bibliographies.

4. Interlibrary Loan Service. Interlibrary loan service is available through the circulation desk. All charges--photocopying fees, search fees, etc.--are paid by the individual borrower.

5. Copy Service. The library has photocopying services available. Copy cost to all Centenary personnel is currently ten cents per page.

6. Library Orientation. Library orientation sessions are conducted by the library staff, on request, for classes, other small groups, and individuals. These sessions are either of a general nature or designed to fit the specific needs of a group.

7. The Cline Room. The Pierce Cline Memorial Room houses the library's rare book and archive collection. This collection includes: 1) faculty publications, 2) the college archives, 3) the book deposit and archives of the Louisiana Conference of the United Methodist Church, 4) the book deposit and archives of the North Louisiana Historical Association, 5) the archives of the South Central Renaissance Association, and 6) rare books in many areas. Particular strengths are Louisiana history and Methodist history.

8. Faculty Study. The faculty study is located in the northwest corner of the main floor of Magale Library. It is to be used by the faculty as a place of study and research. Smoking is permitted and study tables are provided. An occasional meeting may be scheduled for this room. At such times, other arrangements will be made for any faculty member wishing to work without disturbance.

9. Other Special Facilities. The Seminar Room located in the northwest corner of the second floor of the library may be used for occasional committee meetings, small class discussions, and extracurricular discussions. A blackboard is available. Seating capacity is ten to fifteen. The music listening room, located in the southeast corner of the main floor, is available for class use to hear either music or spoken word recordings. Seating capacity is thirty-five. Both the seminar room and the music listening room must be reserved in advance Reservations may be made through either the director of library services or assistant librarian.

10. Juvenile Literature Collection. The children's literature collection is designed for those students taking courses in children's literature It is not designed to provide recreational reading for small children.

B. BOOK AND PERIODICAL ORDERING BY FACULTY

1. Allocation of Funds. The director of library services and the Library Committee divide the budgeted funds for general and departmental allocations. These allocations are to be used for the purchase of books, audio-visual materials, microfilm, etc. They are not to be used for the purchase of periodicals, other serials, and materials placed on standing order, which are purchased from a separate fund.

2. Material Selection Policy. The faculty of each department is expected to select and request for purchase those items needed to support its departmental curriculum and research requirements. The selection policy to be followed has been distributed to all departments and schools.

3. Book Ordering Procedures. Book orders may be submitted in any of several ways. Orders may be sent in the form of book lists, order forms, publishers' circulars, Choice review cards, etc. All orders must be approved by the department chairperson, dean, or a designated representative.

   All funds must be encumbered by March 15. This allows time to order, receive, and pay for materials by the end of the fiscal year. Orders received after March 15 will not be processed until after the start of the new fiscal year on June 1.

4. Periodical Subscriptions. All periodical subscriptions, monographic serial subscriptions, and standing orders are paid for out of a fund that is separate and distinct from the funds used for book purchases. The final decision to order is based on the following factors: the availability of funds, the need for the item, shelf space, cost of binding, and access through one of the periodical indexing and abstracting services to which the library subscribes.

APPENDIX K

Faculty Club Constitution

A. THE CENTENARY COLLEGE FACULTY CLUB HAS THE FOLLOWING PURPOSES:

1. To extend in the name of membership of the Club expressions of sympathy, gifts, or remembrances, by sending flowers on the occasion of the death of College employees, their parents, spouses, or children; cards in cases of illness or other bereavements involving College employees; gifts upon the marriage of College employees or their children; and cards for the recognition of achievements and honors conferred upon College employees;

2. To maintain a room for the informal daily life of Club members;

3. To provide group social activities for faculty members and staff.

B. MEMBERSHIP

1. Faculty members with a full teaching load and full-time College personnel with academic rank are required to maintain membership by paying dues.

2. All part-time, evening division, and English Language Center faculty may become members.

3. The administrative officers of the College holding the following titles as listed in the College catalog may be members: president; dean of the College; vice president; director of development; registrar; comptroller; dean of students; director of public information; director of alumni relations; director of admissions; and College chaplain.

C. USE OF THE SEMON LOUNGE

1. The faculty lounge is intended exclusively for the use of members and their occasional guests. No student will be allowed in the lounge under any circumstances.

2. No group meetings other than official faculty functions will be held in the faculty lounge. However, the lounge may be used to entertain faculty members of other institutions in attendance at College-related activities directed by a Club member, provided such use has the formal approval of the Executive Committee of the Club. Each year a meeting of the Centenary Dames Club may be held in the lounge when that organization is being entertained by faculty women who are members of the Faculty Club.

D. The officers of the Faculty Club--president, vice president, secretary-treasurer--shall form the Executive Committee of the Club. They will be elected for a term of one year at the last meeting of the Faculty Club in the spring.

E. Amendments may be made to the Faculty Club Constitution by a majority vote of Club members present at a scheduled meeting.